

To: All Department Heads

From: Human Resources

RE: 2016 Holiday Schedule

<b>New Year's Day</b>	<b>Friday, January 1<sup>st</sup></b>
<b>Martin Luther King's Birthday</b>	<b>Monday, January 18<sup>th</sup></b>
<b>Washington's Birthday</b>	<b>Monday, February 15<sup>th</sup></b>
<b>Patriot's Day</b>	<b>Monday, April 18<sup>th</sup></b>
<b>Memorial Day</b>	<b>Monday, May 30<sup>th</sup></b>
<b>Independence Day</b>	<b>Monday, July 4<sup>th</sup></b>
<b>Labor Day</b>	<b>Monday, September 5<sup>th</sup></b>
<b>Columbus Day</b>	<b>Monday, October 10<sup>th</sup></b>
<b>Veterans' Day</b>	<b>Friday, November 11<sup>th</sup></b>
<b>Thanksgiving Day</b>	<b>Thursday, November 24<sup>th</sup></b>
<b>Christmas Day</b> <i>**Celebrated-</i>	<b>Sunday, December 25<sup>th</sup></b> <i>Monday, December 26<sup>th</sup></i>

\*In the event a legal holiday falls on a Saturday, the holiday will be observed on the Friday immediately preceding the holiday.

\*\*In the event a legal holiday falls on a Sunday, the holiday will be observed on the following Monday.